

## REQUEST FOR NEW EMPLOYEE SETUP

**This form must be filled out by the supervisor and submitted to Data Processing one week prior to the new employee's starting day.**

What court location will the employee be located at:

\_\_\_\_\_

Starting Date

\_\_\_\_\_

Phone # for user

\_\_\_\_\_

First Name

\_\_\_\_\_

Last Name

\_\_\_\_\_

Middle Initial

\_\_\_\_\_

Locate the nearest printer to the employee's workstation  
in order to print Word Processing

\_\_\_\_\_

Are there shared directories the employee will need to  
access? If so, which ones?

\_\_\_\_\_

### **FOR JUVENILE COURT ONLY:**

**BE SURE TO FILL OUT THE MAINFRAME ACCESS REQUEST FORM FOR YOUR JI  
LOGIN AND SEND TO PATTIE OPHEIKENS**

Submitted by:

\_\_\_\_\_

(Print/Type Name)

FOR OFFICE USE ONLY:

CORIS \_\_\_\_\_

PCTCP \_\_\_\_\_

GW \_\_\_\_\_

MAIL \_\_\_\_\_

CHECK LIST \_\_\_\_\_

**FAX BACK TO (801) 578-3968 ATTN: PATTIE OPHEIKENS  
OR E-MAIL FORM TO PATTIEO@EMAIL**